

(2) Quality of management systems and ability to meet management standards prescribe.

Internal Controls

To the maximum extent possible, the organization should segregate responsibilities for receipt and custody of cash and other assets; maintaining accounting records on the assets; and authorizing transactions. In the case of payroll activities, the organization, where possible, should segregate the timekeeping, payroll preparation, payroll approval, and payment functions.

1. Briefly describe the segregation of responsibilities to provide an adequate system of checks and balances? Please attach any written policies or procedures that have been developed.
2. Are specific officials designated to approve payrolls and other major transactions?
Yes _____ No _____
3. Does the entity have a time and accounting system to track effort by cost objective?
Yes _____ No _____ N/A _____ COMMENTS:
4. Are time distribution records maintained for all employees when his/her effort cannot be specifically identified to a particular program cost objective?
Yes _____ No _____ N/A _____ COMMENTS
5. Do the procedures for cash receipts and disbursements include the following safeguards?
 - a. Receipts are promptly logged in, restrictively endorsed, and deposited in an insured bank account.
Yes _____ No _____
 - b. Bank statements are promptly reconciled to the accounting records, and are reconciled by someone other than the individuals handling cash, disbursements and maintaining accounting records.
Yes _____ No _____
 - c. All disbursements (except petty cash or EFT disbursements) are made by pre-numbered checks.
Yes _____ No _____
 - d. Supporting documents (e.g., purchase orders, Invoices, etc.) accompany checks submitted for signature and are marked "paid" or otherwise prominently noted after payments are made.
Yes _____ No _____

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- e. Checks drawn to "cash" and advance signing of checks are prohibited.
Yes____ No____
- f. Are multiple signatures required on checks?
Yes____ No____
6. Are employees and other individuals in positions of trust covered by adequate fidelity bonds?
Yes____ No____
7. Are individuals in a position of trust required to take vacations and their duties performed by others while on vacation?
Yes____ No____
8. Are proposals for Federal awards coordinated with and approved by the organization's business management officials prior to submission to sponsoring agencies?
Yes____ No____
9. Has the entity ever used special loan or funding programs to meet its cash needs?
Yes____ No____ N/A____ COMMENTS:
10. Does the entity have a financial management system in place to track and record the program expenditures? (*Example: QuickBooks, Visual Bookkeeper, Socrates Media, Peachtree or a Custom Proprietary System*)
Yes____ No____ N/A____ COMMENTS
11. Does the accounting system identify the receipts and expenditures of program funds separately for each award?
Yes____ No____ N/A____ COMMENTS
12. Will the accounting system provide for the recording of expenditures for each award by the budget cost categories shown in the approved budget?
Yes____ No____ N/A____ COMMENTS
13. Additional Comments:

